

CLASSIFY AS APPROPRIATE

**RECOMMENDATION FOR EXCEPTIONAL PERFORMANCE AWARD**

Review HR 20-38, "Suggestion, Invention, and Exceptional Performance awards," and the guidance for preparation attached to this form.

EMPLOYEE NUMBER

NAME OF PERSON RECOMMENDED (last, first, middle initial)

SOCIAL SECURITY NUMBER

25X1

POSITION TITLE &amp; OCC. SERIES

Deputy Chief/Europe Div.  
Chief/EAB/Asia Div.

GRADE

GS-14  
GS-14

CAREER SERVICE

RF  
RF

DIRECTORATE/OFFICE/DIVISION

DS&T/FBIS/PROD/ED  
DS&T/FBIS/PROD/AD

TYPE OF PAYMENT

INCLUSIVE DATES FOR WHICH RECOMMENDED

☒ LUMP SUM:☐ PERMANENT SALARY INCREASE:

\$ 1,000 each

FROM \$ TO \$

1984 - Nov 1988  
Sep 1987 - Nov 1988

## SUPPORTING NARRATIVE FOR RECOMMENDED AWARD

1. It is recommended that [redacted] be recognized for their exceptional efforts and significant accomplishments in recruiting language officers for FBIS Production Group. 25X1

2. [redacted] served as the Group's focal point officer for recruiting for many years and was chairman of the Production Group Recruitment Task Force beginning in 1984. He was replaced as chairman by [redacted] in September 1987. [redacted] continues as chairman to the present, and both officers continue to play active, central roles in the Group's recruitment activities. 25X1

3. These two officers have been responsible for coordinating language officer recruitment efforts within the Group, with FBIS/Personnel, with the Office of Personnel and its student programs offices and regional recruiters, and with the Office of EEO. In this activity they ably and vigorously represented the unique recruitment needs of the Group in matters of broad Agency policy and in dealing with individual applicant cases. Equally exceptional have been the initiative and diligence they have shown in their own independent, hands-on recruiting efforts. Their work in this regard has involved cultivating and maintaining contacts in academia, preparation and placing of special flyers and advertisements, and visits to schools and conferences.

4. These efforts put forth by [redacted] were in addition to their normal duties and required considerable sacrifice, tenacity, and dedication. The efficacy of their efforts is evident in the dramatic improvement that has taken place over this four-year period in Production Group's staffing situation: as of 1 November 1988, the Group as a whole was just two under T/O. Perhaps most notably, Asia Division, which encompasses some of the most critical and hard-to-find languages, has reached its authorized T/O. While recruitment of language officers will continue to be a difficult and pressing task, it is recommended that these signal accomplishments be recognized with cash awards of \$1,000 each for these two officers. 25X1

☐ ADDITIONAL SHEET(S) ATTACHED

## APPROVAL AND CONCURRENCE

DATE

25X1

Group

APPROVAL/CONCURRENCE OF OPERATING OFFICIAL OR DEPUTY DIRECTOR (as required)

DATE

R. W. Manners, DIRECTOR/FBIS

APPROVAL OF DEPUTY DIRECTOR OR EXECUTIVE DIRECTOR (if required)

DATE

25X1

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19 December 1988

HOLIDAY GREETINGS TO FBIS EMPLOYEES

I wish each of you health and happiness throughout the holiday season and the new year.

As calendar year 1988 comes to a close, we can again take great pride in our collective accomplishments. Our product remains a highly sought after, vital part of the workings of the Community. The visibility and respect it receives is a tribute to the contributions of all FBIS employees. In the past year, we have been challenged in a number of areas. Without exception, we have and are meeting those challenges.

Like each of the past few years, next year will present its own set of challenges. Some of these we know about today; certainly the information explosion and the budget pressures have to come to everyone's mind. We need to be cautious, however, that in responding to the day-to-day challenges of the upcoming year that the long term issues are not overlooked. The recruitment and retention of good people, maintaining our traditional ability to react and respond to worldwide events, Panama and Hong Kong reversion, electronic dissemination, and the continual need to recapitalize our technical capabilities are but a few of these long term challenges that come to mind as we move toward 1989. Our collective confidence in being able to sustain the superior performances of the past is warranted, only short sightedness and complacency stand in our way.

Again, I hope you all enjoy the holidays and experience only good things in the new year.

STAT



R. W. Manners  
Director  
Foreign Broadcast Information Service

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